

Planning Council



Larry Stähli, Vice Chair

Thursday, January 10, 2008
5:00 pm to 6:30 pm
Area Agency on Aging
1366 East Thomas Road, Phoenix
Large Conference Room

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Meeting Minutes

In Attendance

Committee Members *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT	Barr Jenkins	AT	Bradley Allen	AT	Carol Williams	AT	Charlton Wilson
AT	Cheri Tomlinson	EX	Cheryl Weiner	AT	Claire Sinay	AT	Colin Sheffield
EX	Corey Boyette	AT	Dan Lindell	EX	Debby Elliott <i>alt: Philip Seeger</i>	AT	Deborah Frusciano <i>alt: Kimberley Bickes</i>
EX	Eric Ciolina	AT	Fernando Kitcheyan	AT	Jacque Miller	AT	Jay Moman
AT	John Hasna	AT	Keith Thompson <i>alt: Randy Gearhart</i>	AT	Kelli Houston	AT	Larry Stähli
AT	Maclovía Morales <i>alt: Ana Torres</i>	EX	Mark Kezios	ALT	Mary Rose Wilcox <i>alt: Terri Leija</i>	AT	MiAsia Pasha
AT	Michelle Barker	AT	Miguel Garruna	AT	Randall Furrow	AT	Regina Lechuga
AT	Ron Hill	AT	Steve O'Dell				

Guests

Erica Ferguson Eric Moore Jennifer Hawkins

Administrative Agent Staff

Kevin McNeal Dyle Sanderson Julie Young Vickie Jaquez
Lezli Stone Carlyle Fleming Diana Alvarez

Support Staff: John Saperio

Welcome, introductions and declarations of any conflicts-of-interest

Planning Council Vice Chair Larry Stähli called the meeting to order and welcomed the attendees. Larry discussed that he would preside over the meeting, as Mark Kezios was not able to attend.

Everyone introduced him/her self and declared any conflicts-of-interest.

MEETING MINUTES *continued*

Determination of quorum

Vice Chair Larry Stähli determined that quorum was established with 16 of 30 members present at 5:00 pm.

Review of the minutes and action items from prior meetings

Participants silently reviewed the minutes of the November 8, 2007 meeting.

MOTION: Charlton Wilson moved to approve the document as presented. MiAisa Pasha seconded the motion.

DISCUSSION: None.

OUTCOME: The motion passed.

Administrative Agent update

Kevin McNeal provided the following update:

- Utilization Report: As of November 30, 2007, we are currently running at a -3.4% variance. Through November 94% of providers have submitted billing on time, and 89% of the formula award has been spent, with 77% spent on HRSA-defined core services.
- The Administrative Agent anticipates being within HRSA's 2% unobligated balance requirements.
- The Allocations and Executive Committees requested reporting of the number of Ryan White clients served at each Federal eligibility levels. This report has been provided in the meeting folder. The meeting folder also contains a breakdown of the gender/race/ethnicity of the clients who are utilizing Ryan White services.

Chair update

No update was provided.

Committee reports

Allocations: John Sapero discussed that the committee met as scheduled, and determined that no reallocations were required. The committee also continued discussion of cautionary planning.

Community Planning & Assessment: Larry Stähli discussed that the consultant conducting the MSM needs assessment will provide a presentation in March. CPA is still on hiatus while the committee/workgroup restructuring discussions are taking place in the Executive Committee.

MEETING MINUTES *continued*

Education & Empowerment: MiAsia Pasha discussed that the committee is planning on participating in health fairs throughout the year. In December, the committee hosted the Positive Self Management Program facilitator training, and the newly certified facilitators plan to offer this program to consumers starting in February or March.

Membership: Randall Furrow discussed that the committee reviewed two new applications and will interview these individuals at their next meeting. The Council currently has 32 members. A presentation regarding membership appointments and affiliation changes will occur later in the agenda.

Rules: Keith Thompson discussed that the committee will meet on January 23rd.

Standards: Claire Sinay discussed that the committee would be presenting Oral Health standards of care for approval later in the meeting, and have developed a timeline to complete standards of care for the remaining service categories. Standards of care for the Emergency Client Assistance and Health Insurance Continuation/Cost Sharing Assistance service categories were completed at the last meeting, and will be forwarded to the Council after a final review.

Health Care Strategies: Carol Williams related that the committee will be meeting on January 16th to review the pilot program developed for the Health Insurance Continuation/Cost Sharing Assistance service category, including COBRA assistance.

Presentation: Centralized eligibility

Kevin McNeal discussed that the centralized eligibility process has been in development for years. Historically, if a client comes into care, and accesses services at four different agencies, they had to establish eligibility (and re-certify their eligibility) at each agency. The vision of the system is to streamline the eligibility process to maximize client care. Clients can now enroll for services at any Ryan White Part A provider, and any other provider they visit can check the centralized system before providing care. A second goal of this system was to establish a standardized eligibility process among all providers. The system should save providers time and increase the ability to make referrals and enhance client care. It also ensures that services are paid for in compliance with HRSA requirements.

Kevin then provided a PowerPoint presentation that addressed security issues, what data is viewable by providers and what data is shared, the system flow, the responsibilities of clients and providers, etc.

MiAsia Pasha asked how long it took for re-certification to take place. Julie Young replied that it took about a week for the eligibility packet to be processed.

Ron Hill asked that if a client had no change in their eligibility status, why would they need to be re-certified? Kevin McNeal responded that this was a government requirement. Julie Young added that 85% of Ryan White Part A clients were on Social Security, which provided a yearly eligibility letter in January. Ryan White has coincided eligibility renewal in January, and then

MEETING MINUTES *continued*

again in July to make it easier for clients. The 6-month eligibility check is to see whether anything has changed. This process is now much more streamlined for the client.

Terri Leija asked if there was an appeals process for clients who felt they were denied eligibility. Julie Young replied that there is an established grievance procedure and each provider is required to provide this information to their clients as part of their intake process. An appeals process for providers is currently being developed.

Kevin McNeal discussed that before the system was implemented, 43% of provider files were compliant regarding eligibility. Since November, compliance has increased to 69%.

Ron Hill commented that he had recently updated his eligibility at one service provider, and when he went to another service provider, the updated information was already in the system.

Julie Young then provided an overview of the standardized forms that have been developed for the centralized eligibility system. These forms are already being used by service providers. John Hasna discussed that the forms had Maricopa County logos on them, and inquired if Pinal County has separate forms. Julie Young replied that the Administrative Agent was a Maricopa County entity, but the Ryan White program and the centralized eligibility system was an EMA-wide service.

Approval of Oral Health Standards of Care

Claire Sinay discussed that the Standards Committee has developed standards of care for both the Dental Insurance program and Direct Dental program. She allowed time for participants to review the document.

Cheri Thomlinson discussed that on page 4, System Level Outcomes, Measure of Evidence, the document discusses that 75% of clients will receive an annual exam. Cheri asked which clients were to receive this exam? Bradley Allen and Lezli Stone clarified that this was in the Direct Dental Program section and only applied to the clients of this program.

MOTION: Bradley Allen moved to accept the Oral Health Standards of Care as presented. Charlton Wilson seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Planning Council membership: Approval of new appointees and

Randall Furrow discussed that the Membership Committee recommended the following:

- Approve Fredricko Chapman to be forwarded to the Board of Supervisors for appointment to the Council as a General Public member;

MEETING MINUTES *continued*

- Approve Abdul Hasan as an alternate for Regina Lechuga;
- Approve Eric Moore as an alternate for Cheri Thomlinson;
- Approve the transition of Cheryl Weiner from Service Provider representative to General Public member

MOTION: Charlton Wilson motioned to approve the Membership Committee recommendations as presented. Terri Leija seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Planning Council retreat planning

John Saperro discussed that the Executive Committee had proposed a general team-building retreat, and a second retreat for Executive Committee members to develop project planning skills. The Committee asked for input regarding presenting the retreat on a weekday/weekend day, as well as possibly determining a date for the retreat.

There was discussion regarding days of the week, with a consensus to hold the event on a Saturday.

Current events summaries

Terri Leija presented a press release regarding the continuation of services by Chicanos por la Causa.

Bradley Allen discussed that the Section 8 housing program in Tempe is reopening on Fridays.

Cheri Thomlinson discussed that MIHS is working with a group to develop a Center for African American of Health, to address health issues in the African American community. She has information for those interested.

Jay Moman discussed that the Statewide Advisory Council (Part B) meeting will take place on January 18, 2008.

Call to the public

No calls were voiced.

Adjourn

The meeting adjourned at approximately 5:59 pm.